

RFP # 0634-218
North Carolina Family Assessment Scale (NCFAS) Training
Amendment No. 3
RFP Term Amendment and Bidders' Questions and Answers

DSHS answers to Bidders' questions submitted as of July 19, 2006 are answered in this document labeled as RFP #0634-218 Amendment No. 3. Amendment No. 3 is incorporated herein by this reference to the Request for Proposals (RFP) #0634-218.

Amendment No. 3 may only explain or clarify some aspect that is already addressed in the RFP. But some of the answers may also supplement or change what was previously stated in the RFP or in an exhibit. Therefore it is important that bidders review all questions and answers and not just those that they may have submitted. Questions have been written in this amendment exactly as were received from potential bidders.

I. Section I Introduction, #3 Project Scope: the first bullet is revised to read:

- Using the materials in the NCFAS training packages purchased by DSHS, or using curriculum which includes the key elements of the packaged training and has been approved by DSHS, provide up to ten (10) sessions between September 15, 2006 and December 15, 2006, for current contractor service delivery staff and interested DCFS staff.

II. Section 1 Introduction, #4 Minimum Qualifications, the last bullet that says "Familiarity with and ability to use the video vignettes and packaged training materials developed by the National Family Preservation Network" has been deleted.

III. Exhibit D is being replaced by Exhibit D-1, "NCFAS Training Elements"

IV. Exhibit E, NCFAS Tool is being deleted. DSHS is adding in the following exhibits:

- **Exhibit F - NCFAS-R Scale**
- **Exhibit G - NCFAS-R Definitions**
- **Exhibit H - NCFAS Scale**
- **Exhibit I - NCFAS Definitions**
- **Exhibit J - Draft IFPS-FPS Service Summary**

V. Bidders' Questions and DSHS Answers

1. I thought the point about using the NCFAS video (listed in this attachment) was interesting/curious. As we have been talking about the training we talked about NOT using the NFPN video as part of this training (I still would encourage agencies to buy it to use as an adjunct to training). A live training would take the place of the video and be much more interactive. We have also developed Washington case examples, so wouldn't use the one on the video. When we met with Jill and others about potential training we also talked about using the assessment and service planning forms (that IFD developed) that have integrated the NCFAS into these forms.

This question refers to the legal notice which required familiarity with and ability to use the packaged training materials. The RFP further asks for a curriculum design that incorporates the packaged training materials.

We have removed from the minimum qualifications “familiarity with and ability to use the packaged training materials” as a prerequisite to responding to this RFP.

DSHS is purchasing the packaged training materials and will make them available, as needed, to be used in these trainings. We are not requiring that the materials be used in a particular way, or even that all the resource materials be used. You may propose not to use the video vignettes if that doesn’t fit into your training model. Our desire is that the training will be consistent with the information and include the key elements described in the packaged materials, and will be delivered in the context of our system and practice in this state.

2. Please advise potential bidders of the dispute complaint/resolution process if this solicitation deviates from the competitive procurement requirements set forth in the RCW 39.29.006. The stated RFP minimum qualifications have restricted--in fact or appearance--equal/open access to information and has provided for an unfair competitive advantage. Due to affiliations presenting actual and potential conflicts of interest, the integrity of the procurement process may be compromised.

Section 22 of the RFP describes the process bidders must use for making a protest. Grounds for protest may be based only on:

- **Arithmetic errors made by DSHS in computing the score.**
- **DSHS failed to follow the procedures established in this RFP document, or to follow applicable state or federal laws or regulations.**
- **Bias, discrimination, or conflict of interest on the part of an evaluator.**

As stated in question 1 above, we have removed from the minimum qualifications “familiarity with and ability to use the packaged training materials” as a prerequisite to responding to this RFP.

3. Please clarify the issue of supplying training materials: if training packages are purchased and provided by DSHS, why would the contractor delivering the training be reimbursed \$35 per participant for training materials?

The training packages developed by the National Family Preservation Network were purchased by DSHS to provide a resource for the successful bidder under this RFP. The \$35.00 is intended to reimburse the cost to the training contractor of supplying participants with handouts and guidebooks that they will

take home. The training contractor can then bill the department \$35.00 for the training supplies for each participant.

4. The RFP was not available on the website by the end of the business day (5pm) on Friday, July 14 2006. Will the proposal due date be extended?

Yes, the proposal due date will be extended to August 17, 2006. RFP 0634-218, North Carolina Family Assessment Scale (NCFAS) Training, Section II, General Information, C. Procurement Schedule: the procurement schedule is revised as follows:

Figure 1. PROCUREMENT SCHEDULE

Item	Action	Date
1.	Issue RFP	July 14, 2006
2.	Last Date for Accepting Bidder Written Questions by 5:00 PM Pacific Standard Time	July 19, 2006
3.	Issue Response to Written Questions No Later Than	July 24, 2006 July 31, 2006 August 7, 2006-
4.	Proposal Submission Due by 5:00 p.m. Pacific Standard time	July 28, 2006 August 10, 2006 August 17, 2006
5.	Proposal Evaluation	July 31, 2006 August 14, 2006 August 21, 2006
6.	Notify Apparently Successful Bidder	August 10, 2006 August 18, 2006 August 25, 2006
7.	Notify Unsuccessful Bidders	August 10, 2006 August 18, 2006 August 25, 2006
8	Begin Contract Negotiations	August 11, 2006 August 21, 2006 August 28, 2006

Item	Action	Date
9.	Bidder's Request for Debriefing Due by 5:00PM	August 15, 2006 August 25, 2006 August 31, 2006
10.	Hold Debriefing Conferences	August 17 & 18, 2006 August 29, 2006 September 6, 2006
11.	Bidders' Protest(s) Due	August 23, 2006 September 6, 2006 September 12, 2006
12.	Contract Execution	Anticipated September 15, 2006 October 2, 2006 October 12, 2006

5. Is the payment rate of \$1200, "per trainer", as in the current and prior IFPS/FPS training contract? (Section 1 E, page 2)
- In past and current DSHS contracts for FPS and IFPS training, funding has been per "trainer", with stipulations that workshops with up to 15 participants would be conducted by one trainer (payment would be \$ x 1 trainer x number of training days) and workshops with more than 15 participants would be conducted by 2 trainers (payment would be \$ x 2 trainers x number of training days). Since groups of 35 are too large for one trainer to adequately assess all participants' skills during practice exercises and provide feedback on their skills/performance, 2 trainers would be more effective to ensure skill development and attainment.

\$1,200 is the rate per training, regardless of the number of trainers leading the group. Bidders should indicate in their proposal how they will staff the training functions.

6. How will the training contractor be notified or receive information about new IFPS or FPS contractors and new service delivery staff across the state to ensure that new staff receive the NCFAS training within 60 days of their hire? (Section III, E, a (3))

The successful bidder under this RFP will work together with DSHS and the FPS and IFPS providers to develop a plan for communicating the needed information.

7. Will service delivery contractors/providers be responsible for ensuring that their new service delivery staff receive the NCFAS training within 60 days of their hire? It seems unrealistic to expect that the training contractor to ensure that this occurs since they may not be notified about new hires.

It will be the responsibility of the contracted FPS or IFPS service provider to ensure that new staff get to the appropriate trainings. The training contractor will be responsible for outreach and advertising of scheduled trainings.

8. How will the training contractor receive up to date contact information about service delivery contractors (e.g. mailing address, email, phone, contact person) in order to determine training needs, to market the training to prospective enrollees and to plan and schedule trainings? (Section I, C and Section III, E 3 and 4)

See Question #6. The HQ and regional program managers for FPS and IFPS, the training contractor, and the FPS and IFPS contractors will work together to make sure that information is shared.

9. Will there be a required minimum number of enrolled workshop participants in order for the training contractor to conduct the NCFAS training? If so, when there are fewer than the minimum number of participants/enrollees, how will the training contractor be able to ensure that new service delivery staff receive the training within 60 days of their hire?

Yes. The contract will stipulate how many participants must be registered in order for a scheduled training to be held. Trainings will be frequent enough that therapists needing training will have access somewhere in the state within the required timeframes.

10. Section III, D 3 states that the bidder should provide a list of at least three (3) references, which will only be contacted for finalist(s) and Section III F d (a) states that three letters of reference should be submitted with the application. Is this correct, should the bidder provide both a list of at least three references and submit three letters of reference?

Letters of reference need not be submitted with your proposal. A minimum of 3 references, with contact information, must be included, to be contacted as needed in the evaluation process.

11. Will the service delivery contractors/providers be expected to use the Initial Family Assessment (Exhibit E) and the Service Plan, which are included in the NCFAS training package? These documents are not listed in Exhibit D.

Exhibits D and E have been withdrawn, please reference section IV of this amendment for the new Exhibits.

CA anticipates contractors and providers of FPS and IFPS to use the IFPS-FPS Service Summary form (Exhibit J) in its final version. Exhibits F, G, H, and I are materials included as potential supports for training and administering the NCFAS and NCFAS-R.

12. Will service delivery contractors/providers be expected to use the NCFAS database? (Exhibit D) If so, how will they have access to it, and what NCFAS data reports will be required by CA?

See Question 11. There is no requirement at this time in the FPS and IFPS client service contracts to use the NCFAS database included in the training materials. At the present time, there is no change in the required reports.

If contractors wish to purchase the NCFAS database for use in their agencies, they may do so through the National Family Preservation Network. DSHS's purchase of the training packages does not allow us to share the database with all providers.

We expect the NCFAS results to be used in supervision sessions and to inform the reports provided to DSHS. We are in the process of incorporating the NCFAS tool into the FPS/IFPS referral/exit summary form. Service providers will be notified when that form is ready for implementation.

The FPS and IFPS client service contracts describe what is to be reported, related to individual families and aggregated data.